

Sierra County Board of Supervisors' Agenda Transmittal & Record of Proceedings

MEETING DATE:
September 4, 2018

TYPE OF AGENDA ITEM:
☐ Regular ☐ Timed
☒ Consent

DEPARTMENT: Department of Public Works and Transportation
APPROVING PARTY: Tim H. Beals, Director
PHONE NUMBER: 530-289-3201

AGENDA ITEM: Resolution approving National Forest Foundation Grant Agreement for the Perazzo Meadows Watershed Restoration & Erosion Control Project (Phase 1) and authorizing inclusion of the project in the Fiscal Year 2019 Final Budget for Sierra County.

SUPPORTIVE DOCUMENTS ATTACHED: ☐ Memo ☒ Resolution ☒ Agreement ☐ Other

BACKGROUND INFORMATION: This project will provide for drainage improvements on Henness Pass Road. The application was authorized by the Board by adoption of Resolution 2018-014 on February 6, 2018, at which time the Director of Transportation was authorized to execute the grant agreement. This project needs to be included in the 2019 Final Budget, which is reflected in the resolution.

FUNDING SOURCE: GRANT AWARD/ROAD FUND

GENERAL FUND IMPACT: No General Fund Impact

OTHER FUND:

AMOUNT: \$120,900 Grant Agreement/County Match \$29,000 N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

☐ Yes, -- --
☒ No

IS THIS ITEM ALLOCATED IN THE BUDGET? ☒ Yes ☐ No

IS A BUDGET TRANSFER REQUIRED? ☐ Yes ☒ No

SPACE BELOW FOR CLERK'S USE

BOARD ACTION:

- ☐ Approved
- ☐ Approved as amended
- ☐ Adopted
- ☐ Adopted as amended
- ☐ Denied
- ☐ Other
- ☐ No Action Taken

- ☐ Set public hearing
For: _____
- ☐ Direction to: _____
- ☐ Referred to: _____
- ☐ Continued to: _____
- ☐ Authorization given to: _____

Resolution 2018- _____
Agreement 2018- _____
Ordinance _____
Vote:
Ayes:
Noes:
Abstain:
Absent:
☐ By Consensus

COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**IN THE MATTER OF
APPROVING GRANT AGREEMENT
AND AUTHORIZING BUDGET INCLUSION FOR
PERAZZO MEADOWS WATERSHED RESTORATION & EROSION CONTROL
PROJECT (PHASE 1)**

RESOLUTION 2018-_____

WHEREAS, Sierra County, by adoption of Resolution 2018-014, authorized application for funding from the National Forest Foundation for the Perazzo Meadows Watershed Restoration & Erosion Control Project (Phase 1) which will result in significant drainage improvements on Henness Pass Road; and

WHEREAS, the National Forest Foundation has awarded \$120,900 to the County to fund the project; and,

WHEREAS, the preliminary budget for fiscal year 19 does not include this project and therefore it must be added to the final budget.

NOW, THEREFORE, BE IT RESOLVED by the Sierra County Board of Supervisors as follows:

1. The Grant Agreement with the National Forest Foundation is hereby approved; and,
2. The Director of Transportation is hereby authorized to execute the grant agreement and all other pertinent documents on behalf of Sierra County.
3. The Auditor is directed to include this project in the 2019 Fiscal Year Final Budget for Sierra County showing revenue of \$120,900 total expenditures for the project of \$149,900 (\$29,000 as in kind match from the Road Budget)
4. The Auditor is hereby authorized to make payment upon submittal of payment requests for this work.

ADOPTED by the Board of Supervisors of the County of Sierra on the 4th day of September, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

COUNTY OF SIERRA

SCOTT A. SCHLEFSTEIN
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK OF THE BOARD

DAVID PRENTICE
COUNTY COUNSEL



BUILDING 27, SUITE 3 ► FORT MISSOULA ROAD
MISSOULA, MONTANA 59804
TEL 406 542-2805 ► FAX 406 542-2810
WWW.NATIONALFORESTS.ORG

August 16, 2018

Bryan Davey
Deputy Director, Department of Transportation
Sierra, County Of
PO Box 98
Downieville, CA 95936

Dear Bryan:

On behalf of the National Forest Foundation (NFF), I am delighted to inform you that project ZK-513 - Perazzo Meadows Watershed Restoration & Erosion Control Project (Phase 1), submitted by *Sierra, County Of* has been approved for \$120,900.00 in funding from the NFF through the 2018 Treasured Landscapes, Unforgettable Experiences Program. Enclosed is a grant agreement committing funds to this project and explaining your organization's obligations.

The NFF will disburse award funds in accordance with the terms of the agreement, and your organization will receive this support towards the completion of the approved project, provided it fully complies with all requirements. The award covers expenses incurred from August 15, 2018 through August 30, 2019, and all project activities and expenditures must occur within this period. Please review, complete, and return the enclosed agreement promptly.

Following the project's approved budget, total contributions for this project consist of:

NFF Funds:	\$120,900.00
Private Donor Funds:	\$.00
Private In-Kind Donations:	\$28,998.00
Other Federal Funds:	\$.00
Total Project Value:	<u>\$149,898.00</u>

By completing this work, I have no doubt that significant benefit will come to the Tahoe National Forest and nearby communities. If you have any questions about the award materials or the administration of your award, please contact me at (406) 830-3357 or aliljeblad@nationalforests.org.

Sincerely,

Adam Liljeblad
Director, Conservation Awards

Enclosures

FIELD OFFICES

CALIFORNIA
803 2ND STREET, STE. A
DAVIS, CA 95616
530 758-2609

COLORADO
390 UNION BLVD., STE. 400
DENVER, CO 80228
720 437-0290

OREGON
805 SW BROADWAY, STE. 2100
PORTLAND, OR 97205
503 241-0467

WASHINGTON
5005 3RD AVE. S.
SEATTLE, WA 98134
206 832-8280

VIRGINIA
1800 DIAGONAL ROAD, STE. 600
ALEXANDRIA, VA 22314
571 366-1704



GRANT AGREEMENT

2018 Treasured Landscapes, Unforgettable Experiences

Award Recipient: Sierra, County Of (DUNS: 040482804)
Project Name: Perazzo Meadows Watershed Restoration & Erosion Control Project (Phase 1)
Project ID: ZK-513
Award Amount: \$120,900.00
Award Period: August 15, 2018 through August 30, 2019

Payment Type: Reimbursable - Use 'Community Foundation of Western Nevada' report form, available from National Forest Foundation staff upon request.

Reimbursement Type: Quarterly

Reimbursement Documentation: Invoice Form + Report

Congratulations on the receipt of a Treasured Landscapes, Unforgettable Experiences award from the National Forest Foundation (NFF). This document contains the terms and conditions of this award.

By agreeing to act as fiscal sponsor for an unincorporated organization, the Award Recipient agrees to take on the legal, fiscal and programmatic responsibility for the Sponsored Organization under the terms of this award. Both the Fiscal Sponsor and Sponsored Organization should read this document in its entirety, sign, and return the signature form on the last page promptly.

Please read this document in its entirety and sign and return the signature form on the last page promptly.

Important Performance Dates

The following are key performance dates for your NFF award:

August 15, 2018..... Award period begins.

January 1, 2019 Update report due.

April 1, 2019 Update report due.

July 1, 2019 Update report due.

October 1, 2019 Update report due.

August 30, 2019..... Award period ends. All NFF award funds must be requested and all supported work and expenditures must be completed.

November 1, 2019 Final report due.

I. FUNDING

A. **Award Funds** refer to the below funds awarded by the National Forest Foundation for the above project.

<u>Type</u>	<u>Amount</u>	<u>CFDA#</u>
Federal	\$0.00	0
Nonfederal	\$120,900.00	
Total	\$120,900.00	

a) No monies awarded through this program may be directed to the U.S. Forest Service or any other federal agency.

- b) All project funds must be requested and expended by the stated project end date. If the Award Recipient does not request the entirety of the award funds prior to the project completion date, expenses cannot be reimbursed. NFF funds will not be released after the end of the award period.
- B. **Private Donor Funds** are optional supporting project funds raised by the Award Recipient from sources other than the NFF or Federal agencies and are not restricted by the NFF. However, if used, they should be documented to show additional project leverage.
- C. **Private In-Kind Donations** are optional supporting goods and services such as volunteer labor, donated materials or equipment, provided by non-federal parties which are applied toward goals outlined in the project description and are not restricted by the NFF. However, if used, they should be documented to show additional project leverage. The following conditions apply to these contributions:
- a) In-Kind contributions must have a defined market value. To assess the value of volunteer time, please visit http://www.independentsector.org/programs/research/volunteer_time.html for the current value of volunteer time in your area.
- D. **Other Federal Funds** refer to cash or in-kind donations from the U.S. Forest Service or any other federal entity. They cannot be used to match NFF funds but, if available, they should be documented to show project leverage.
- E. **Disbursement:** This award is reimbursable. Requests for reimbursement must be sent to the NFF according to the Update Report schedule shown above, and must be consistent with the previously provided Community Foundation of Western Nevada report form.
- a) No funds will be disbursed without the full execution of this agreement.
- b) All NFF funds must be requested within the award period. No funds may be disbursed after the award period has ended.
- F. **Unused Funds and Reversion:** This award is intended to support the above-specified project within the award period. Any portion of the NFF dispersed funds not expended at the end of the project period must be returned to the NFF within 30 days.
- G. **Records and Audit:** The Award Recipient will keep systematic records of all expenditures pertaining to this project.
- a) Vouchers, consisting of time sheets, bills, invoices, canceled checks, receipts, etc., will be retained by the Award Recipient for three years after the submission and acceptance of a final report by the NFF and will be available for inspection and audit by representatives of the NFF or the U.S. Government at any time during this period.
- b) The NFF may, at its own expense, audit, or have audited, the records of the Award Recipient insofar as they relate to activities supported by this project.
- H. **Changes to Project Terms:** The NFF makes this project award with the understanding that all funds will be used in accordance with the approved project description and budget, in the specified time frame.
- a) Should there be any change in the project purpose, method of operation or budget, the Award Recipient must submit an emailed or written request to the NFF seeking approval of the changes. The Award Recipient must receive the written approval of the NFF for any proposed changes prior to their implementation. All modifications must be requested at least 30 days before the proposed change would take place, and prior to the close of the award period.
- b) Budget modifications may be made without seeking NFF approval if the total change is less than 10% of the award amount.

- I. **Concurrent Awards:** Organizations that receive a NFF award may manage it concurrently with awards granted through any other NFF award program, unless prohibited under the terms and conditions of the other awards.

II. REPORTING

It is the responsibility of the Award Recipient to keep the NFF informed of the project's progress. Report submission deadlines are on the first page of this agreement. Submit reports electronically according to the instructions in the Reporting Guidelines. Financial statements must be signed. Refer to the specific report guidelines posted at <https://www.nationalforests.org/grant-programs/resources> for full details.

The Award Recipient should communicate early on and in writing about problems with providing these reports on a timely basis or questions about report requirements. Inaccurate or incomplete reports may delay payment of invoiced funds or require return of NFF funds.

III. PUBLICITY AND ACKNOWLEDGEMENTS

- a) The Award Recipient will give appropriate credit to the National Forest Foundation and the U.S. Forest Service for their support in all press releases and publications, including annual reports, video credits, dedications, and other public communications regarding this project, and on the Award Recipient's Web site, as applicable.
- b) The NFF regularly profiles projects and partners in social media such as Facebook and Twitter and in printed and electronic newsletters. Interested project managers may write reports from the field for publication in NFF communications. Please contact the NFF for more information about this opportunity.
- c) In all communications with the public, where space permits, please refer to the NFF as follows:
The National Forest Foundation promotes the enhancement and public enjoyment of the 193-million-acre National Forest System. By directly engaging Americans and leveraging private and public funding, the NFF improves forest health and Americans' outdoor experiences. The NFF's programs inform millions of Americans about the importance of these treasured landscapes. Each year, the NFF restores fish and wildlife habitat, plants trees in areas affected by fires, insects and disease, improves recreational opportunities, and enables communities to steward their National Forests and Grasslands.
- d) The Award Recipient gives the NFF the right and authority to publicize its support of this project and the Award Recipient in press releases, publications, Web site, social media and other public communications utilizing proposals, reports and other media provided by the award recipient. The NFF may feature the Award Recipient's project in its public communications as long as the Award Recipient has provided updated information on the work.
- e) The Award Recipient should provide a link to <http://www.nationalforests.org> on their Web site. The NFF provides opportunities for interested citizens to become informed and involved in recreation, volunteerism, and enjoyment of our National Forests and Grasslands. At the site, visitors can sign up for conservation newsletter, *tree-mail™*, and our partner newsletter *Taproot*.

IV. CORRESPONDENCE AND COMMUNICATIONS

All mailed communications should be addressed to the appropriate staff member listed below. Be sure to reference NFF Project ID **ZK-513** in your communications.

Questions about award administration and requests for changes to project terms should be directed to:

Adam Liljeblad, Director of Conservation Awards

aliljeblad@nationalforests.org; (406) 830-3357

Submission of cash requests, and questions about reporting should be directed to:

grants@nationalforests.org, (406) 830-3357

Submission of stories for sharing in online and print media should be directed to:

hettema@nationalforests.org; (406) 830-3723

V. ONLINE RESOURCES

Documents relevant to the administration and reporting of this National Forest Foundation grant, such as cash request forms, reporting requirements, financial report templates, instructions for requesting project modifications, and final report cover sheets are from the NFF are available online by going to

<https://www.nationalforests.org/grant-programs/resources>.

VI. FURTHER PROVISIONS TO THIS AWARD

- a) The Award Recipient agrees that it has and shall maintain State minimum workers' compensation insurance coverage for its employees, if any. The Award Recipient shall also maintain broad form general liability, property damage, and automotive liability insurance for bodily injury, death, or damage to property of any person and for more than one person. At the request of NFF, the Award Recipient shall provide NFF with documentation evidencing such coverages.
- b) Improvements made to National Forest System lands under this award become property of the United States, subject to the same regulations and administration of the U.S. Forest Service as other National Forest improvements of similar nature.
- c) Partners in this project are not entitled to any share of interest in the affected Forest Service property other than the right to use and enjoy it under the existing regulations of the U.S. Forest Service.
- d) In the event of a major change in the availability of funds to the NFF, the NFF reserves the right to rescind this award in its entirety.
- e) The NFF or its partners may sell any publications resulting from the project in accordance with the regulations applicable to their 501(c)(3) status. The publication may be sold at fair market value, defined as the recovery of the costs of development, production, marketing, and distribution. Once initial costs have been recovered, fair market value encompasses the costs of printing, marketing, and distribution only. Fair market value must exclude any in-kind or Federal contributions to the total costs of the project.
- f) Organizations re-applying for funding through this award program in future selection rounds must have completed all obligations under the originally funded project before any new award funds may be distributed.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). NFF is an equal opportunity provider and employer.



GRANT AGREEMENT

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Reimbursement Type: Quarterly

Reimbursement Documentation: Invoice Form + Report

By signing below, the Award Recipient certifies that they are eligible to receive this award. Further, the Award Recipient agrees to apply the award funds specifically toward the above project for the approved scope of work, agrees to the terms of this grant agreement in their entirety, and agrees to implement it as expeditiously as practicable.

Return this form to the National Forest Foundation promptly.

Award Recipient Signature Date

Printed Name

Title

 08/16/18
Adam Liljeblad Date
Director, Conservation Awards
National Forest Foundation

Grant Payment Information: To be completed by Award Recipient if not on file.

Fiscally sponsored organizations must provide fiscal sponsor's information.

Name on Account		
Bank Name		
ABA/Routing Number		
Account Number		
Account Type (Check One)	Checking	Savings
	<input type="checkbox"/>	<input type="checkbox"/>

Check box if account is a new account for NFF records: ☐

Please return this signature page to grants@nationalforests.org with "Signed Agreement" in the subject line, or mail it to National Forest Foundation, Building 27, Suite 3, Fort Missoula Road Missoula, MT, 59804. If mailed, keep a copy for your records.

**BOARD OF SUPERVISORS
COUNTY OF SIERRA
STATE OF CALIFORNIA**

**IN THE MATTER OF AUTHORIZING GRANT
APPLICATION TRUCKEE RIVER FUND AND
NATIONAL FOREST FOUNDATION FOR
DRAINAGE IMPROVEMENTS ON HENNESS PASS ROAD**

Resolution 2018- 014

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Sierra, State of California, that this Board authorizes a grant application to the Truckee River Fund and National Forest Foundation for drainage improvements on Henness Pass Road.

BE IT FURTHER RESOLVED that the Director of Transportation is authorized to execute all documents necessary including but not limited to applications, agreements, payment requests which may become necessary for the completion of the Drainage Improvement Project.

ADOPTED by the Board of Supervisors of the County of Sierra, States of California on the 6th day of February, 2018.


AYES: Supervisors Adams, Huebner, Roen, Beard, Schlefstein
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA



SCOTT A. SCHLEFSTEIN
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:



HEATHER FOSTER
CLERK OF THE BOARD

APPROVED AS TO FORM:



DAVID PRENTICE
COUNTY COUNSEL



Forms relevant to the administration of your NFF
Grant are available at
nationalforests.org/grant-programs/resources

Important documents include:

Instructions for Requesting Award Funds
Cash Request Form (if Applicable)
Reporting Guidelines + Instructional Video
Final Report Coversheet
Financial Report Form
Instructions for Agreement Modifications

**It is your responsibility to review and ensure you
fully understand these documents**

If you have any questions, please contact:
grants@nationalforests.org